

Cropping Pictures and More in Photoshop

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Photoshop vs Photoshop Elements

Elements is a scaled down version of Photoshop. If you are a professional photographer, go with Photoshop. Otherwise, Elements will probably more than meet your needs. Cost differential – Elements about \$100, Photoshop \$650. Both work about the same.


Starting Photoshop and Opening Photos

- Drag photo icon on top of Photoshop icon and both will open. This works with most document types and most programs.
- Starting the program then File – Open also works.

Cropping Photos with Crop Tool

- You can either crop your photos to a specific size or simply look at the photo and guess what you want to eliminate. Both ways work. These directions are to crop your photo to a specific size.
- Select Crop Tool 
- On Crop toolbar, click Clear to clear previous settings
- Type in Width and Height you want cropped picture. We will use 1” wide and 1.5” high.
- Drag cursor diagonally to select portion of photo you want. Box will be in the proportion you have stated in the width and height boxes. Once you have made your choice let up on the mouse button. If you want to move the highlighted box you can. Simply press down on left mouse button while in the highlighted box and move it. A “hand” icon will be showing and allow you to move the area to be cropped. Fill the box with your face for this assignment.
- Image – Crop
- File – Save As – yourname.jpg Save file to desktop while you are working on it.

Editing Photos



- If you need to **lighten or darken your picture** use Image – Adjustments – choose an option
- If you want to **change the size of your picture** use Image – Image Size [Image – Resize in Elements]. I use this option frequently when I take a picture then want to send it to someone via email or put it on the web. My camera takes pictures that are about 18 x 24 inches and 1 MB in size. They are huge and too big for someone on dial-up to download. I cut those pictures down to 3x4 and 72 dpi which brings the file size down to 250 KB. I also save the originals in the larger form for later use and editing.
- Want to **add an extra eye to your face or delete an old flame?** Use the clone tool.  Select clone tool. Decide what you want to copy into another location (perhaps your eye or nose or a zit free portion of your face). Hold down the Option Key then click on the part you want to copy to the new location. Now move your cursor to where you want the new item to appear. Hold down left mouse button, move mouse back and forth to copy that item. The cursor will be a circle in the new location and a plus sign over what is being copied. What you get in the new location is whatever is under the plus sign. Make small changes, you may not like what you just did (Edit – Undo is most helpful). Save after you have done something you like. Click out of Clone Stamp when you are done.
- **Try the other tools** to see what is possible. **Use Help to answer your questions.**

Saving your Photos

- Saving files to the desktop is good while you are working on them. But, before you leave the lab you need to put them away in your folders. We will save them in three places.
- File – Save As – yourname.jpg Save to your file on Asimov. Quality High

- File – Save As – yourname.jpg Save to your file on the Student Server Quality High
- Image – Rotate Canvas – 90 CW File – Save As – yourname.jpg Save to class photo folder in Asimov. I will use this photo to make a class “who’s who chart” via the Contact Sheet option.

Contact Sheet

- Place photos in a folder
- File – Automate – Contact Sheet
- Source Folder -- Navigate to where your photos are located [File – Print Layouts – Contact Sheet in Elements]
- Document – You can change the page orientation here if you wish. (8 X 10 or 10 x 8 for landscape)
- Thumbnails - Select number of columns and rows you want (I like to put everyone on one sheet of paper)
- Use Filename as Caption – be sure this is checked so that the file name will appear
- Ok – a wonderful sheet with everyone’s photo and name will be generated. This takes a while if you have lots of photos.
- If you want to reorder the photos once they have been generated on the contact sheet, you can. Select photo you want to move with Rectangular Marquee Tool  then use Move Tool  to move photo